

Study Issues Process

The Study Issue Process is designed to assist City Council with setting priorities for the coming calendar year. Study Issues are proposed issues for future study that have generated from Council, Boards and Commissions or staff. Throughout the calendar year each proposed issue is submitted through a set process from department, to City Manager, to related Boards and Commissions and finally, to Council for review and ranking. Each department then plans their workload for the coming year based on how the Council ranks the issues that have been brought forward at the annual December Study Issues Workshop.

The Study Issue Process is continual with City departments submitting study issue papers to the City Clerk * throughout the entire year, with the majority of the activities occurring in the fall. Below are listed key activities during the following months:

- **September** - A memo is sent to all Department Directors from the City Clerk that details the study issue process and includes a calendar for key due dates and council meeting dates.
- **October** - Boards and Commissions rankings should be completed and ranking documentation submitted to City Clerk by the end of October. A departmental Summary List of items is prepared and submitted to the City Clerk around mid October.
- **November** - A binder is compiled of the City-wide study issues prior to a public hearing held in November. The public hearing is held to gather public comment and is an opportunity for the Boards and Commissions to address the Council on their issues. The Council at this time can introduce new issues based on public comment and also request that issue papers be revised.
- **December** - The binders from the November public hearing are collected for final preparation for the workshop that is held about two weeks after the public hearing. At the workshop, the Directors talk about their issues and Council has the option to drop, defer or rank the issues. Based on these rankings, a Tentative Council Meeting Agenda Calendar is prepared for the next calendar year and is presented for Council approval in mid-January.
- **January** - The Tentative Council Meeting Agenda Calendar is submitted for Council approval. This calendar includes all of the new issues and continued issues that were not completed during the previous year, and events that affect the Council's schedule, such as Council meetings, the State of the City, National Night Out, conferences, routine/mandatory items, cancelled meetings, etc., to name a few. The Calendar is updated weekly and available on the City's web site at www.sunnyvale.ca.gov. (See Appendix.)

*See note on next page.

As previously mentioned, Study Issues generate from three sources - Council, Boards and Commissions or Staff. Below is information and direction specific to issues based on what sources the Study Issues generate from:

When a Councilmember sponsors an issue: the responsible department has two weeks to prepare the Study Issue document (See Attachment 1.) and submit it to the City Clerk *, who submits it to the City Manager for approval. After the City Manager has approved and signed it, the respective Board or Commission will then review the issue paper if it falls under their purview. Boards and Commissions rank items and these rankings are included in the documentation that Council reviews at the December workshop.

When a Board and Commission sponsors an issue: staff liaison should annually provide an overview of the Study Issue process to the Board/Commission. As potential Study Issues arise throughout the year from the Board/Commission, staff should prepare a Study Issue paper for submission to the City Clerk *, who submits it to the City Manager for approval prior to bringing the issue to the Board/Commission for voting. As scheduled in the individual Board/Commission workplans, Study Issue papers signed by the City Manager will be revisited by the Board/Commission for voting and ranking by the end of October (See Attachment 2.). Only Study Issues that have received formal approval by majority vote of the Board/Commission should be submitted to Council for ranking. All approved Study Issue papers and ranking sheets shall be included in the Workshop binder used for the November public hearing and December workshop.

When staff sponsors an issue: staff submits the Study Issue document to the City Clerk *, who submits it to the City Manager for approval. Within all Study Issue papers, staff lists their recommendation to be considered in the Council reviews at the December workshop.

Attachments:

1. Template for Study Issue paper.
2. Sample of ranking sheet submitted in December workshop.

* Study Issues that require City Attorney or Finance Department input should be routed to them prior to submission to the City Clerk.

NUMBER _____

PROPOSED COUNCIL STUDY ISSUE

For Calendar Year: _____

New

Previous Year (below line/defer)

Issue:

Lead Department:

General Plan Element or Sub-Element:

1. What are the key elements of the issue? What precipitated it?
2. How does this relate to the General Plan or existing City Policy?

3. Origin of issue:

Councilmember: _____

General Plan: _____

Staff: _____

BOARD or COMMISSION

Arts

Housing & Human Svcs

Bldg. Code of Appeals

Library

BPAC

Parks & Rec.

CCAB

Personnel

Heritage & Preservation

Planning

Board / Commission Ranking/Comment:

_____ Board / Commission ranked _____ of _____

4. Multiple Year Project? Yes No Expected Year of Completion _____

5. Estimated work hours for completion of the study issue.
- (a) Estimated work hours from the lead department _____
- (b) Estimated work hours from consultant(s): _____
- (c) Estimated work hours from the City Attorney's Office: _____
- (d) List any other department(s) and number of work hours:
 Department(s): _____
- Total Estimated Hours: _____
6. Expected participation involved in the study issue process?
- (a) Does Council need to approve a work plan? Yes No
- (b) Does this issue require review by a Board/Commission? Yes No
- If so, which Board/Commission? _____
- (c) Is a Council Study Session anticipated? Yes No
- (d) What is the public participation process?
7. Estimated Fiscal Impact:
- | | |
|----------------------------|----------|
| Cost of Study | \$ _____ |
| Capital Budget Costs | \$ _____ |
| New Annual Operating Costs | \$ _____ |
| New Revenues or Savings | \$ _____ |
| 10 Year RAP Total | \$ _____ |
| Budget Modification Needed | \$ _____ |
8. Staff Recommendation
- Recommended for Study
- Against Study
- No Recommendation

Explain below staff's recommendation if "for" or "against" study. Department

director should also note the relative importance of this study to other major projects that the department is currently working on or that are soon to begin, and the impact on existing services/priorities.

reviewed by

Department Director

Date

approved by

City Manager

Date

City of Sunnyvale
PRELIMINARY COUNCIL WORKSHOP
2004 Proposed Study Issues

DEPARTMENT OF COMMUNITY DEVELOPMENT

	Study Issue Title	Hours *	OCA Hours	Staff Recommendation				B/C Rankings					
				For Study	No Rec.	Defer	Against	CCAB	Bicycle	Housing	Heritage	Planning	Arts
	CONTINUING												
CDD-1C	In-Lieu Fee for the Undergrounding of Utilities	700	25										
CDD-2C	Sunnyvale School district School Facilities Planning Study	160	10										
CDD-3C	Sustainable Development and Green Building Policies and Guidelines	150	40										
CDD-4C	Review City owned land to be used for long-term RV, boat, and trailing parking	190	10										
	DEFERRED/NEW BELOW THE LINE IN 2003												
CDD-1	Transportation Demand Management (TDM) Program for Higher Density Residential Projects.	195	20		X				8 / 13			1 / 8	
CDD-2	Clarify CEQA Requirements and Heritage Preservation Commission's Role in Relation to the Heritage Preservation Code	230	40	X							3 / 4	2 / 8	
CDD-3	Zoning Land for Service Uses	300	30	X									
CDD-4	Zoning Tools to Encourage the Development of Ownership Housing	270	40	X						2 / 6			

* Hours include all departments' hours and consultant hours.

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DEPARTMENT OF COMMUNITY DEVELOPMENT

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				For Study	No Rec.	Defer	Against	CCAB	Bicycle	Housing	Heritage	Planning	Arts
CDD-5	Development Options for City Owned Property at 1240 N. Fair Oaks Avenue	160	15		X					Defer			
CDD-6	Work Plan to Develop Heritage Preservation Commission Outreach Program	110	5		X						2 / 4		
CDD-7	Research and Develop Comprehensive Guidebook for Child Care Center Developers	520	10		X			3 / 3					
CDD-8	Solar Access to Residential Property	220	30		X								
CDD-9	Re-establishing and Amortization on Non-conforming, Non-residential Uses and Structures	350	40		X								
CDD-10	Implementation Plan for Downtown Public Improvements	260	10			X							
CDD-11	Update of Socia-Economic Element	500	10		X							7 / 8	
CDD-12	Review of Municipal Code Provisions Related to Massage Parlors and Similar Uses	290	80		X								
CDD-13	Review of Miscellaneous Plan Permit Language in the Municipal Code	200	40		X								
CDD-14	Air Quality Sub-element	400	20			X							

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				For Study	No Rec.	Defer	Against	CCAB	Bicycle	Housing	Heritage	Planning	Arts
CDD-15	Community Design Sub-element	450	20			X							
CDD-16	Size of Street Address Numbers	280	30		X								
CDD-17	Evaluate Housing Mitigation for All Job Producing Development	450	15		X					6 / 6			
CDD-18	Height Limit in R-3 Zoning District	90	10	X						4 / 6		3 / 8	
CDD-19	Provision of Adequate Guest Parking in Small Multi-Family Residential Projects	120	5		X							4 / 8	
CDD-20	Second Story Side Yard Setbacks Relative to First Story	200	70		X								
CDD-21	Places of Assembly Located Within Industrial and Commercial Zones	350	50	X								6 / 8	
CDD-22	Modification of Residential Development Standards to Support the Density Bonus Currently Offered in the BMR Program	240	20		X					3 / 6			
CDD-23	Visual Streetscape Standards for Murphy Avenue	165	10		X						1 / 4		
CDD-24	Consider Expanded Noticing for Buildings Over 45 Feet in Height	165	15		X								

* Hours include all departments' hours and consultant hours.

City of Sunnyvale
PRELIMINARY COUNCIL WORKSHOP
2004 Proposed Study Issues

DEPARTMENT OF COMMUNITY DEVELOPMENT

	Study Issue Title	Hours *	OCA Hours	Staff Recommendation				B/C Rankings					
				For Study	No Rec.	Defer	Against	CCAB	Bicycle	Housing	Heritage	Planning	Arts
CDD-25	Bike Facility Requirement for New Non Residential Development	290	10		X				7 / 1 3				
CDD-26	Proportional Parking Requirements for Single Family Home	160	20		X								
CDD-27	Update of Tree Removal Ordinance	315	30		X							8 / 8	
DD-28	Modification to the BMR In Lieu Fee Requirements	175	20		X					5 / 6		5 / 8	
CDD-29	Board on Accessibility for the Physically Challenged	200	40		X								
CDD-30	Annexation of County Pockets	220	30		X								
CDD-31	Access Homeless Needs and Services	105	0	X						1 / 6			
CDD-32	Work Plan to Develop Preservation Design Guidelines	100	5		X						4 / 4		
CDD-33	Evaluate Retail Parking Requirement for the Downtown	115	15		X								
CDD-34	Neighborhood to Business Connections	200	10		X								

* Hours include all departments' hours and consultant hours.